**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_**

**True/False: Circle T if the statement is true or F if the statement is false.**

T F 1. Toggle Case changes each character to its opposite case.

T F 2. Applying bolding to text gives it special emphasis.

T F 3. The Format Painter is found on the Mini toolbar.

T F 4. The default color for Text Highlighting is pink.

T F 5. The Shrink Font button increases point size.

T F 6. The Clear Formatting button clears text from one location and lets you apply it in another location.

T F 7. You can only highlight text with the colors yellow or turquoise.

T F 8. The Font dialog box has an option to display the underline menu.

T F 9. To apply a Quick Style, select the text, then select the style from the Style group.

T F 10. Quick Styles cannot be modified.

**Multiple Choice - Select the best response for the following statements.**

\_\_\_\_\_1. When measuring point size, one point is equal to a character height of:

a. 1/10 of an inch.

b. 1/12 of an inch.

c. 1/72 of an inch.

d. 1/18 of an inch.

\_\_\_\_\_2. The Underline button in the Font group contains options to underline selected text

with a(n):

a. thick underline.

b. double underline.

c. dotted underline.

d. All of the above

\_\_\_\_\_3. A \_\_\_\_\_\_\_\_\_\_ is a set of characters that have the same design.

a. point size

b. Font

c. paragraph style

d. a and b

\_\_\_\_\_4. If you key a paragraph in uppercase and need to change it to sentence case without

having to rekey the paragraph, which option would you would use?

a. Change Case

b. Changing Size of Case

c. Highlighting Color tool

d. Shading Text tool

\_\_\_\_\_5. The \_\_\_\_\_\_\_\_\_\_ makes text look like it was marked with a florescent-colored pen.

a. Highlighter Tool

b. Highlighting Text Tool

c. Highlighting Color Tool

d. Shading Text Tool

\_\_\_\_\_6. The \_\_\_\_\_\_\_\_\_\_ lets you copy the format of text and apply those attributes to

different text.

a. Formatter

b. Copy Special

c. Format Painter

d. Both a and b

\_\_\_\_\_7. The \_\_\_\_\_\_\_\_\_\_ feature removes all formatting from the selected text.

a. Formatting Cleared

b. Erase Formatting

c. Remove Formatting

d. Clear Formatting

\_\_\_\_\_8. Tiny lines at the ends of characters are known as:

a. serifs.

b. sans serifs.

c. monospaces.

d. proportional lines.

\_\_\_\_\_9. To increase the point size of selected text, click the:

a. Increase font button.

b. Grow font button.

c. Enlarge font button.

d. Enhance font button.

\_\_\_\_\_10. Changing the font and font size of selected text can be completed using:

a. the Font dialog box.

b. the Mini toolbar.

c. the Font group of the Home tab.

d. All of the above